



## MyNAEP Step-By-Step Instructions

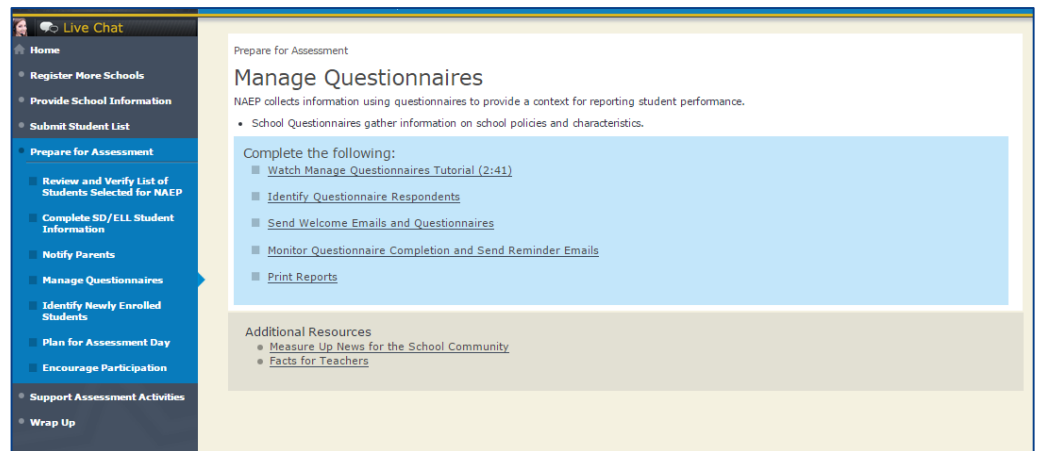
### Manage Questionnaires (Task 6)

**Schools will participate in online Teacher and School Questionnaires.** NAEP collects information using questionnaires to provide a context for reporting student performance. School questionnaires gather information on school policies and characteristics.

*Complete the following:*



**Estimated time to complete: 1 hour**



Please watch the tutorial regarding “Manage Questionnaires”. To view the MyNAEP Video Tutorial “Manage Questionnaires” (4:15 mins), [click here](#).



#### **Obtain the following information about your school to complete Task 6:**

- ⇒ Names and email addresses of the following people:
- School Administrator
  - Teachers in the NAEP sampled grade(s) and subject(s) taught, and
  - SD/ELL Teachers in the NAEP sampled grade(s) and subject(s) taught.

1. To access, distribute, and monitor the questionnaires, select the **Manage Questionnaires** page.
2. If all staff members use the same email domain, enter that domain into MyNAEP. Select the **Save** button to save the domain for all teachers.
3. The **School** Questionnaire should automatically display and should be completed by the Principal. The **Teacher** Questionnaire information will not automatically display. You will have to manually enter each teacher's information and **ensure all teachers instructing the NAEP sampled subject and grade are identified.**
4. Next, select **Add Teacher** and enter each teacher's information. Select **Save** after each teacher.
5. Once all teachers are entered, select **Save and Continue.**
6. Review your entries and select **Finish.**
7. Select the **Send Welcome Emails and Questionnaires** link.
8. In this page, select the **Send** button to distribute the questionnaires to teachers.
9. To monitor questionnaire completion and send reminder emails, select the **Monitor Questionnaire Completion and Send Reminder Emails** link.
10. Select **Send** to send teachers and administrators email reminders.

**Thank you for your timely completion of the 6<sup>th</sup> NAEP  
2016 School Coordinator Task!**